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**PRODUCTION MANAGER INFO PACK**

**Job Title:** Production Manager
**Responsible to**: Rhiannon White and Evie Manning, co-artistic directors

**Fee:** £4000

**Dates**:

Preparation: June – August 2018

Rehearsals: 4th September – 18th September 2018

Performances: 19th – 23rd September 2018

**Deadline:** 12pm, Monday 4th June 2018

**Interviews:** Tuesday 12th June 2018

**Our Work**

Common Wealth are an award winning site-specific theatre company making theatre that encompasses electronic sound, new writing, visual design and verbatim. Our work is political and contemporary. Common Wealth are based in Bradford and Cardiff and make work that tours across the UK and internationally. Recent productions include We’re Still Here (National Theatre Wales), No Guts, No Heart, No Glory, (Scotsman Fringe First Award / Live from TVC on BBC4), Our Glass House, (Amnesty Freedom of Expression Award.)

**Radical Acts**

Radical Acts is a celebration of disobedient action that women have taken to make change throughout history and the present day. All movement in the play, every action, gesture is historical and all text performed is contemporary, from personal experiences of the radical for women today.

The acts together will make a collage of radical experience that reflect the everyday and the epic. Radical Acts will be performed by women and girls of all ages and backgrounds, we anticipate most will be new to performance. The piece will be multilingual and the acts will be based on local, national and international history. Prior to the play itself we plan to stage 3 outdoor radical acts that relate to action the women we are working with feel need to be taken today.

**Production Manager**

The Production Manager will be responsible for the technical delivery of Radical Acts happening in Bradford in Sept 2018. The Production Manager will work collaboratively with Common Wealth’s Artistic Directors & Producer to realise the potential of staging the show, supporting logistics and delivery. The Production Manager will hold responsibility for managing the team, scheduling, resourcing materials and liaising with venues.

Personal Attributes: Ability to problem solve in time constrained situations; aiming to implement creative solutions. Commitment to team working. Ability to work independently and show initiative. Positive work ethic; especially when under pressure. Highly motivated, able to manage a work load and prioritise tasks. Commitment to good, safe practise, sustainability and accessibility. A passion for theatre and social change.

**Person Specification**

**ESSENTIAL:**

* Experience of working on site-specific productions
* Experience of DSM/ASM/PM
* Proven ability to create and maintain positive working relationships with creative team.
* Understanding of QLAB
* Knowledge of UK health and safety procedures
* Excellent communication skills
* Experience of set building / supporting set building
* Full clean driving license

**DESIRABLE:**

* Experience of working on large-scale outdoor events
* Negotiation skills

We welcome applications from everyone and particularly encourage applicants who are usually under-represented in the theatre industry.

If the person we’re describing sounds like you, we would love to hear from you. Read the job outline below and email a letter of interest and CV to info@commonwealththeatre.co.uk putting the title ‘PRODUCTION MANAGER APPLICATION’ in the subject line.

If you want to ask questions about any aspect of the role or the application process, please get in touch with us on the email address above.

**EQUAL OPPORTUNITIES MONITORING FORM**

Common Wealth is committed to equal opportunities and diversity. To ensure we receive applications from all sections of society we ask applicants to complete an equal opportunities monitoring form. You may choose not to complete this form, or not to answer specific questions. All information provided is treated in the strictest confidence. This form will be detached from your application and will be used only for monitoring purposes.

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| **White:** |  |  |  |  |  |
| British |  |  | Irish |  |  |
| Any other white background\* |  |  |  |  |  |
| **Mixed:** |  |  |  |  |  |
| White & Black Caribbean |  |  | White & Black African |  |  |
| White & Asian |  |  | Any other mixed background\* |  |  |
| **Black or Black British** |  |  |  |  |  |
| Caribbean |  |  | African |  |  |
| Any other Black background\* |  |  |  |  |  |
| **Asian or Asian British** |  |  |  |  |  |
| Indian |  |  | Pakistani |  |  |
| Bangladeshi |  |  | Any other Asian background\* |  |  |
| **Chinese or Other Ethnic group** |  |  |  |  |  |
| Chinese |  |  | Other Ethnic Group\* |  |  |
| \* Please specify |

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| --- | --- | --- | --- | --- | --- |
| **Gender** |  |  |  |  |  |
| Female |  |  | Male |  |  |
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**Date of birth** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Do you consider yourself to have a disability?***The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-tern effect on the person’s ability to carry out normal day to day activities”* |
| Yes |  |  | No |  |  |
| If yes, please state the nature of the disability: |